



**CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR PUBLIC HEALTH**

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Governor

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**Audrey Tayse Haynes**  
Secretary

To: All Kentucky Vaccine Program Providers

From: Laura C. Harrod, MS Ed   
Kentucky Vaccine Accountability Section Coordinator

Date: June 2, 2015

Subject: Return mailing labels now supplied by e-mail

Lost mailing labels for returning expired and ruined vaccines has been a reoccurring problem for providers in the past. The Center for Disease Control and Prevention (CDC) has developed a new e-mail return system which will allow the Kentucky Immunization Program (KIP) Vaccine Accountability Section (VAS) to enter the return label information for you. You will receive a notification e-mail within 30 minutes of VAS entering the vaccine return information into the system.

The Vaccine for Children (VFC) Primary Contact or Backup Contact for your office should complete all Return and Adjustment Forms. VAS staff will enter the information from your R & A Form into the CDC system. Your office will receive a return label by email within 30 minutes of VAS entering data into the system. This should streamline the process and speed up your vaccine returns.

*NOTE: VAS staff is extremely busy at the beginning of the month entering vaccine orders for all providers so the Return Forms may not be entered until later in the month. Our goal is to enter all forms into the system in the month received.*

The return mailing label will be e-mailed to you from McKesson Specialty Care Dist. at [pkginfo@ups.com](mailto:pkginfo@ups.com). The subject line will state "UPS Label Delivery". Please be aware the e-mail may come to your spam folder. If you submitted a Return and Adjustment Form and have not receive a label within 3 weeks by e-mail or postal mail please contact your VAS Representative.

One unique return label will be included per e-mail. Labels **cannot** be photocopied or reprinted for multiple uses. If you receive multiple labels and do not need all of the labels, please place any unused labels inside the box to be returned to McKesson.

If you have further questions, please contact your VAS representative:  
Rita Lathrem at [Rita.Lathrem@ky.gov](mailto:Rita.Lathrem@ky.gov), for PINs that start with H and SC  
Clarissa Goode at [Clarissa.Goode@ky.gov](mailto:Clarissa.Goode@ky.gov) for PINs that start with D, 100 or 200  
Jane Payne at [Jane.Payne@ky.gov](mailto:Jane.Payne@ky.gov) for PINs that start with FQ, RH, OP and CC

cc: Kraig Humbaugh, MD, MPH  
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